

The Office of Administration (OA) has received an update to the SAM II Financial System software related to Recurring Payment Vouchers (REPV). This update will affect the FY05 REPV table set up and the associated system generated Payment Voucher (PV) documents because it reduces the length of the Voucher Number field on the REPV table from 7 digits to 5 digits.

Because of the change in this update to system generated PV document numbers, effective with the FY05 REPV tables, the statewide REPV Voucher Number field numbering prefix will decrease from 2 digits (1st digit R or F, 2nd digit fiscal year indicator) to 1 digit (1st digit R or F). The numbering prefix R is for specific (non fill in) dollar amount recurring payments and the F for non specific (fill in) dollar amount recurring payments.

The system will continue to generate a Payment Voucher (PV) document for each REPV table entry on or close to the 23rd day of each month. The PV documents will continue to have an 11-digit document number created by the system as follows:

<u>Positions</u>	<u>Document Numbering Description</u>
1-5	System generated using the Voucher Number entered by state agency on the REPV table. The 1 st digit must be an R or F. The 2 nd -5 th digits are agency choice. *
6-7	System generated denotes the calendar year of the payment.
8-10	System generated denotes the Julian day of the year. For example: June 23, 2004 is the 175th day of the calendar year.
11	System generated "M" denotes the payment frequency as monthly.

* Please ensure that your REPV table entries include a 5-digit voucher number that does not result in duplicate PV document numbers during FY05.

If you have any questions in regard to this issue, please contact one of your Agency Customer Service Coordinators (ACSCs). Your ACSC will contact OA, Accounting if assistance is needed.